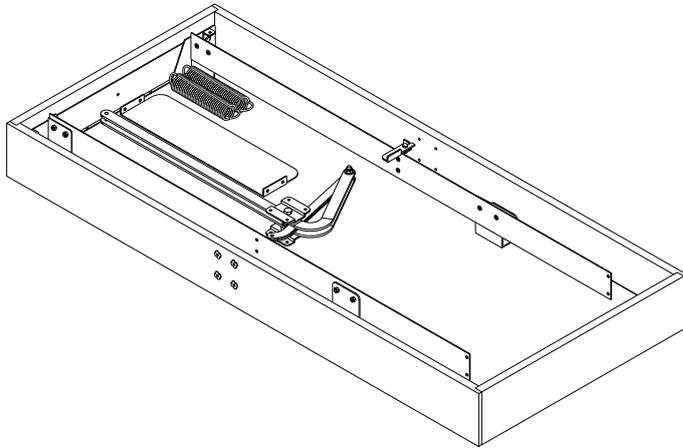


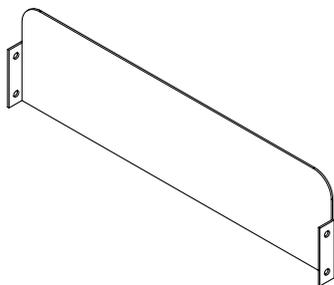
Ceiling Cupboard Installation Instructions

Assembling The Ceiling Cupboard

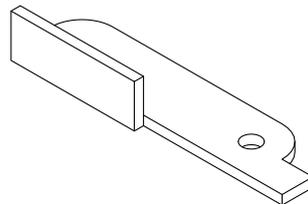
Remove outer packaging and check all components are included. Check for any damage to frame or lid.



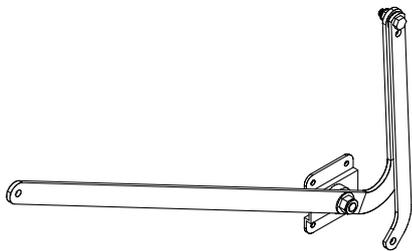
Parts



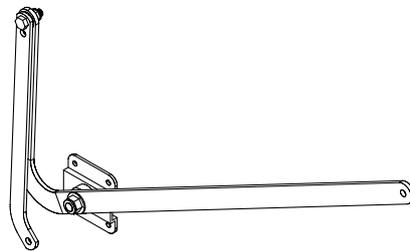
Runner Bracket



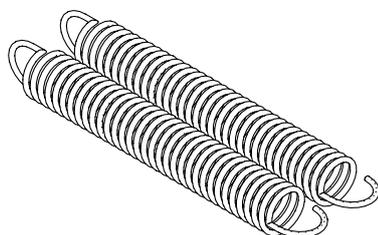
Latch



LH Upper Stay Assembly

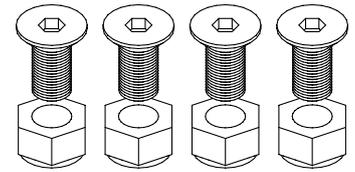


RH Upper Stay Assembly

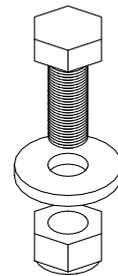


Springs

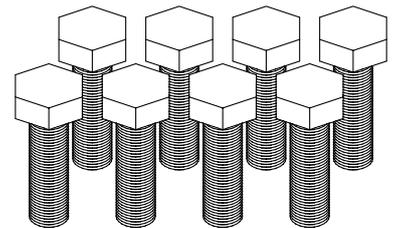
Fixings



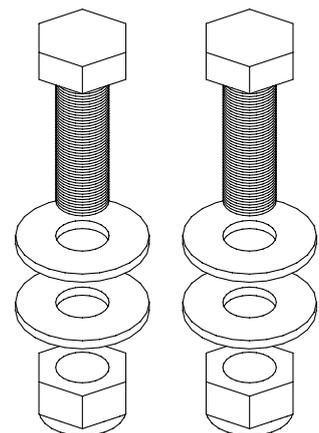
①



②



③



④

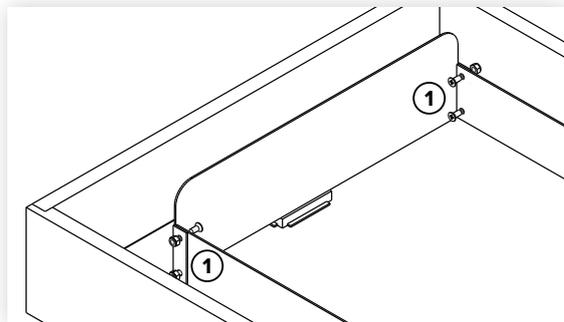


figure 1

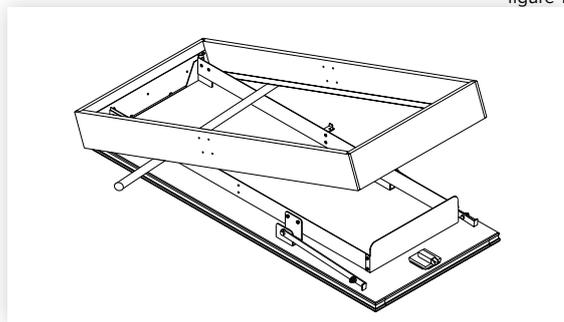


figure 2

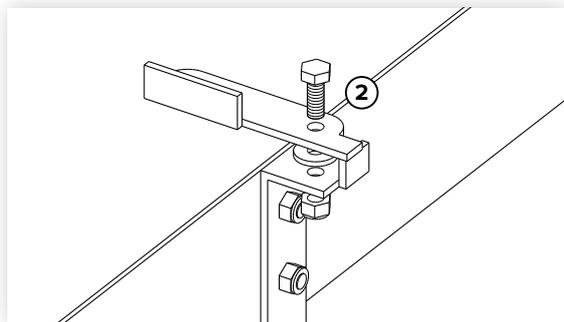


figure 3

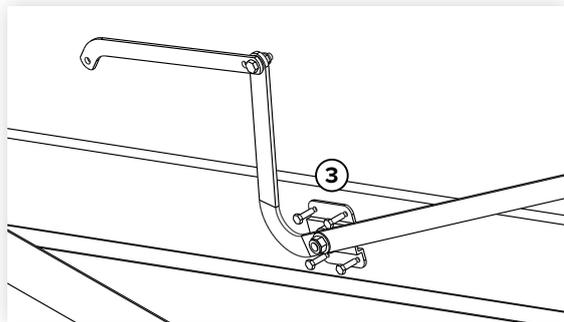


figure 4

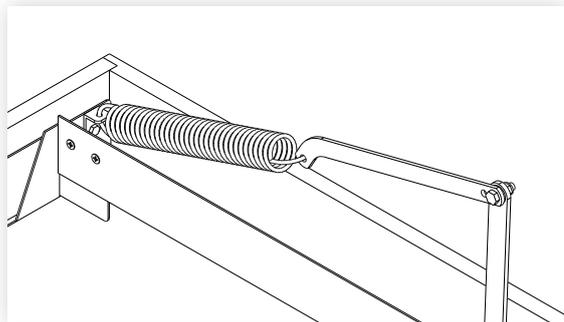


figure 5

Tools Required for Assembly

- Drill
- Allen Key
- 10mm Socket
- 10mm Spanner
- 13mm Spanner
- Adjustable Spanner

1. Using fixings ① attach the runner plate to the ends of the two metal runners (figure 1).

Note. the bends on the runner plate go to the outsides of the runners.

2. Release the latch holding the lid to the frame. Lift the frame away from the lid and prop open with temporary support (figure 2).

3. Using fixings ② attach the latch to the latch bracket (figure 3).

Note. The fixings need to be loose enough to freely rotate.

4. Using fixings ③ attach the left and right hand upper stay assembly to the frame (figure 4).

5. Insert one end of a spring to the con rod and the other end to the lug on the main hinge. Repeat for both sides. Close the lid (figure 5).

6. Carefully rotate the upper stay arms and attach the upper and lower stay arms together using fixings ④ (figure 6). **Do not let go of the upper stay or let it swing in an uncontrolled manner until the fixings are secured.**

Note. The fixings need to be firm but loose enough to allow the stay arms to freely rotate during operation.

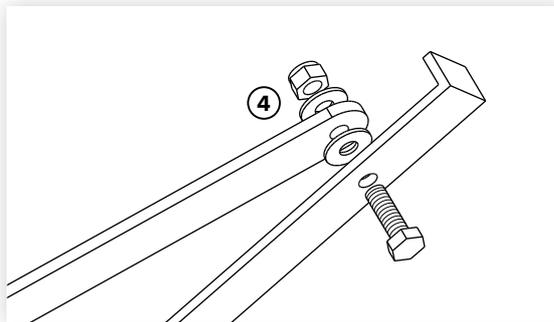


figure 6

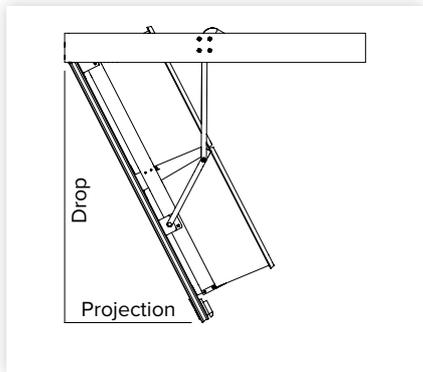


figure 7

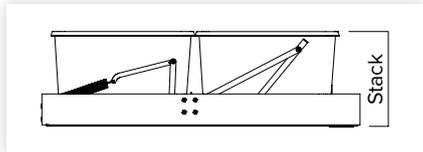


figure 8

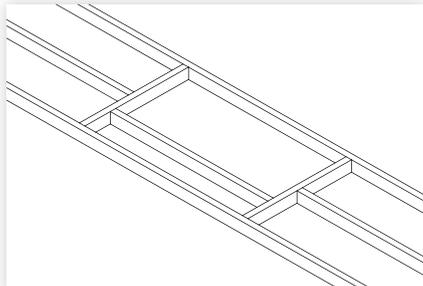


figure 9

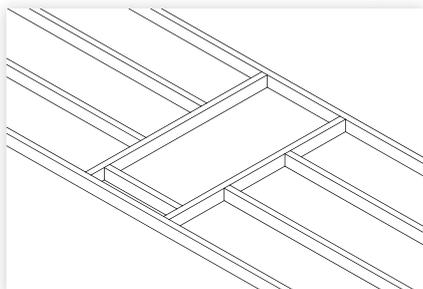


figure 10

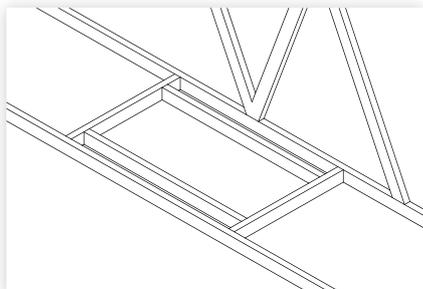


figure 11

Important

Strong springs aid the operation of the ceiling cupboard! Care must be exercised during installation and operation so the springs are not released in an uncontrolled manner as this could lead to damage to the ceiling cupboard and personal injury to the operator/installer.

These instructions are not intended to be a complete lesson in the installing of ceiling cupboards but a procedural guide to competent tradespeople or DIYers.

Tools Required

The timbertight screws supplied with the ceiling cupboard require a 5/16" socket for easy installation. Apart from this, only standard carpentry tools are required.

Choosing The Location

Model	Required Opening	Ceiling Height	Drop	Projection	Stack
SCC	1450mm x 650mm	up to 2550mm	1246mm	655mm	418mm

When choosing the location for the installation of the ceiling cupboard, a compromise between where you would like it to be located in relation to the floor plan and what is possible in relation to the roof structure may be required. The considerations are:

- Choose a location that will give enough clearance at the top of the ceiling cupboard;
- Choose a location with good access at the bottom of the ceiling cupboard;
- Choose a location that will allow for movement around the ceiling cupboard when in the down position;
- Allowance must be made for the drop and projection of the ceiling cupboard when unfolded (figure 7);
- The area for the opening must be clear of wiring, plumbing and structural members such as beams and trusses and allow a minimum stack height above the ceiling (figure 8).

Preparing The Opening

1. Mark out on the ceiling the opening required in the selected position. Cut out the ceiling lining ensuring that the opening is square.
2. Using timber of a compatible size to the existing ceiling framing (ie 90 x 45 or 140 x 45 H1.2 treated, machine gauged radiata pine), frame up the opening. It may be necessary to cut through some existing ceiling joists to achieve the required size. Ensure these are properly supported during and after cutting. Three possible arrangements are shown in figures 9, 10 & 11.
3. **Do not cut trusses** without engineering approval.

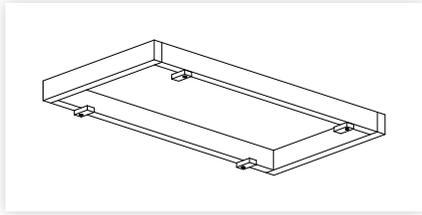


figure 12

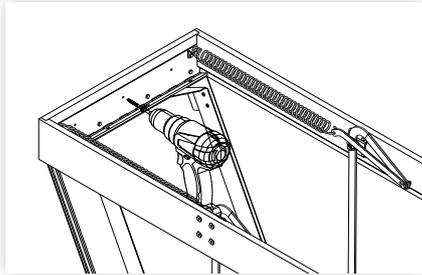


figure 13

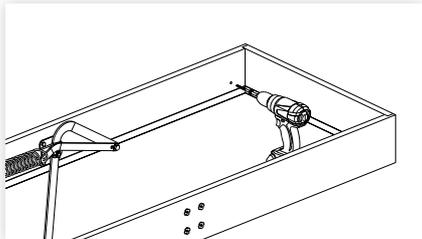


figure 14

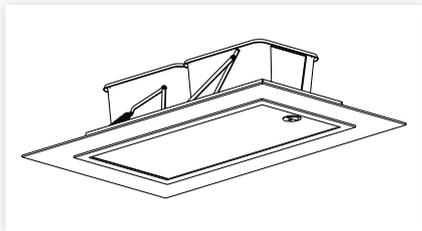


figure 15

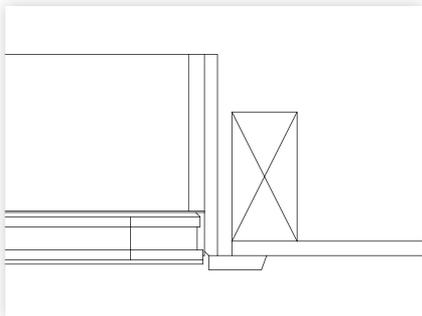


figure 16

Installing The Ceiling Cupboard

1. Screw four temporary cleats approx 80mm x 40mm into your timber frame (figure 12). Ensure cleats can be rotated.

The cleats must be securely fixed as they carry the full weight of the ceiling cupboard.

Note: If the ceiling cupboard is to be installed before the ceiling lining is in place, the cleats must allow for the thickness of the intended ceiling lining.

2. Lift the ceiling cupboard through the opening into the attic space, then lower down squarely into the opening so the lid of the ceiling cupboard rests on the temporary cleats. This is normally best done from below. For safety and ease it is highly recommended that two people complete this step. Rotate the cleats off the lid and onto the frame of the ceiling cupboard.
3. Check and confirm there is plenty of frame sitting on the cleats before proceeding further. Adjust if necessary. The ceiling cupboard must not be allowed to fall, as this could cause **serious physical injury**.
4. Carefully open the ceiling cupboard, checking that the frame remains securely on the cleats. Adjust if necessary. **Do not put any weight on the ceiling cupboard at this stage.**
5. From a step ladder or work platform, fix the hinge end of the ceiling cupboard to the ceiling framing through the predrilled holes in the hinge plate (figure 13). Use the timbertight screws supplied. Do not fit tight yet.
6. Carefully close the ceiling cupboard and check if square. Wedges or packers may be needed at one side of the hinge strip to square the unit in the opening. This may require reopening the ceiling cupboard and loosening or tightening one of the screws a little.
7. With the ceiling cupboard open, pre-drill two 6mm holes in each side of the ceiling cupboard frame making sure there is solid timber behind. Screw through the pre-drilled holes into the ceiling frame (figure 14). Do not fit tight yet.
8. Remove temporary cleats.
9. Carefully close the ceiling cupboard and check that the ceiling cupboard frame is showing around the lid evenly. Adjust the side fixings and fit packers as necessary between the ceiling cupboard frame and the ceiling frame. Make sure the sides stay plumb and straight.
10. Now tighten all screws and check again.

Finishing The Ceiling Cupboard

1. Fix a suitable architrave around the lid (figure 15).

Note: The ceiling cupboard is designed to be installed with the bottom of the frame flush with the underside of the ceiling lining. An architrave will cover the gap between the ceiling cupboard frame and the ceiling lining while also hiding the edge of the lid from view (figure 16).